



The California Department of Fish & Game

Invites you to take the

Open Statewide Examination

for **FISH AND GAME WARDEN CADET**



CONTINUOUS FILING

FINAL FILING DATE— FEBRUARY 6, 2004

(Application must be postmarked by this date)



**Why not work to benefit California's environment?
Want to work with dedicated people who value and enjoy their work?**

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

About the State Examination & Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledge and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/hrb/pages/jobswithdfg.htm>.

POSITION INFORMATION

Duties:

Fish and Game Warden Cadet is the recruiting and training level for persons interested in a career as a Fish and Game Warden. Cadets, under close supervision, participate in a Department sponsored Peace Officer Standards and Training (POST) approved basic law enforcement academy conducted in Napa, California. When you successfully complete the required academy training lasting approximately 20-22 weeks, you advance to Fish and Game Warden and become a sworn California Peace Officer. **AS A PEACE OFFICER, YOU ARE REQUIRED TO CARRY AND USE FIREARMS.** As a Warden, you are then required to successfully complete a 10 week field training program. Participants who fail to successfully complete the academy or training program are rejected during probation. Positions are located statewide with the Department of Fish and Game.

Salary Range:

Minimum \$2688 – Maximum \$3200.

The starting salary is \$2688 per month. After graduation to a Fish and Game Warden as explained in "Duties" above, you advance to Fish and Game Warden (Range A \$2947-\$3515 or Range B \$3515-\$4221).

In addition to salary, Fish and Game Wardens can receive additional pay differentials as listed below:

General Recruitment and Retention - \$175.00

The additional salary of \$175 per month is for all wardens and other law enforcement classifications employed by the Department of Fish and Game.

Geographic Recruitment and Retention

Employees headquartered and residing in one of the following 17 designated high cost counties receive a monthly differential of \$220, \$300, or \$350 depending on the employee's classification.

Alameda	Napa	San Luis Obispo	Santa Cruz
Contra Costa	Orange	San Mateo	Solano
Los Angeles	San Diego	Santa Barbara	Sonoma
Marin	San Francisco	Santa Clara	Ventura
Monterey			

Fish and Game Warden, Range A	\$220
Fish and Game Warden, Range B	\$300
Warden Pilot, Department of Fish and Game	\$350
Fish and Game Patrol Lieutenant (Specialist)	\$350
Fish and Game Patrol Lieutenant (Supervisor)	\$350
Lieutenant, Fish and Game Patrol Boat	\$350
Captain, Fish and Game Patrol Boat	\$350
Fish and Game Patrol Captain	\$350
Regional Patrol Chief	\$350

Longevity Pay

All employees who have peace officer status and at least 17 years of State service receive a monthly differential based on a percentage of their base pay. Prior State service in classifications other than a peace officer may be included. Longevity pay will be determined as follows:

17 – 18 years = 1 percent	21 years = 4 percent
19 years = 2 percent	22 – 24 years = 5 percent
20 years = 3 percent	25 years or more = 7 percent

Education Incentive

- Employees with an Associates degree or an Intermediate POST certificate are eligible to receive a monthly pay differential of \$50 per month.
- Employees with at least a Bachelor's Degree or Advanced POST certificate are eligible to receive a monthly pay differential of \$100 per month.

This education incentive applies to all law enforcement classifications **EXCEPT** Captain, Fish and Game Patrol Boat, Fish and Game Patrol Captain, and Regional Patrol Chief.

HOW TO APPLY FOR THIS EXAMINATION

Where to Mail:

The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217
Sacramento, CA 95814

How to Get an Application:

Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <http://www.spb.ca.gov/jobsgen/formsrd.cfm>.

Accommodations for
Persons with
Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum
Qualifications for
Admittance:

Possession of a valid driver's license of the appropriate class (Class C) prior to appointment **and** Equivalent to completion of two years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resources conservation, ecology or related fields. (Students who have 30 semester units of college, and have 18 semester units completed in the required or related fields, will be admitted to the examination, but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.)

The Department has determined that "related fields" are considered to be: animal science, botany, chemistry, conservation, ecology, EMT course, entomology, environmental management, environmental science, environmental studies, fisheries or wildlife management, forestry, geography, geology, herpetology, introduction to sociology, life science, mammalogy, marine biology, mountaineering, natural resources, oceanography, ornithology, outdoor recreation, park management, physics, plant taxonomy, water quality management, wilderness survival and zoology. **See paragraph below for more information.**

NOTE: You must list the 18 semester units of completed course work in one or a combination of the fields listed above. Include course title, number of units received for each course, and date course was completed. You may attach a separate sheet of paper or a copy of your transcripts (unofficial copy of transcripts is acceptable). **This information is required or your application will be rejected.**

Special Personal Characteristics: Willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to live and work throughout the State; satisfactory record as a law-abiding citizen; neat personal appearance, tact; reliability; keenness of observation; interest in and aptitude for fish and wildlife conservation and law enforcement work.

Special Physical Requirements: Sound physical condition, ability to swim, and hearing adequate to perform the duties of the position; visual acuity of not less than 20/40 in each eye without correction and corrected to not less than 20/20 in each eye; normal color vision as measured by the Ishihara Pseudoisochromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; a peripheral field of view of at least 120 degrees of horizontal extent and 100 degrees of vertical extent, with no evidence of scotomas (nonseeing areas) within the full visual field of each eye.

Additional Desirable Qualifications: Ability to use word processing software on personal computers; ability to make minor vehicle repairs when service is not available; ability to safely operate fish and game vessels.

Make Sure you Also
Meet These
Conditions:

All applicants must meet the education requirements for this examination by February 6, 2004, the final filing date.

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship. Denial of an application for citizenship shall result in termination of employment.

Felony Disqualification: You are disqualified from being employed as a peace officer if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this state; (3) you have been convicted of a misdemeanor crime of domestic violence; (4) you have been charged

with a felony and adjudged by a superior court to be mentally incompetent; (5) you have been found not guilty by reason of insanity of any felony; (6) you have been determined to be a mentally disordered sex offender; or (7) you have been addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. **Use of "hard" drugs (e.g., heroin, cocaine or hallucinogenic) subsequent to applicant's 18th birthday and prior to applicant's 23rd birthday and less than five years have elapsed from the date of that drug use; or drug use occurred on or after your 23rd birthday and less than 10 years have elapsed from the date of the disclosed or revealed use of the drug shall be grounds for disqualification from the examination.**

Application for Examination Information: In completing Item 11 of the Application for Examination, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if (1) the record of such an incident has been sealed in accordance with Penal Code sections 851.7, 851.8, 1000.5, 1203.45; or (2) the record of such an incident has been expunged or is expugnable pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or (3) the conviction was under Health and Safety Code Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana. However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1172 or 1179) or a pardon (per Section 4852.16 of the Penal Code).

Minimum Age Requirement: Minimum age of 18 years of age.

EXAMINATION INFORMATION

Type of Examination: **INTERVIEWS WILL NOT BE HELD.** This examination will consist of a supplemental application weighted 100.00%. No written test or appraisal interview is required. To obtain a position on the eligible list, you must attain a minimum rating of 70.00% on the supplemental application. The supplemental application is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties of the classification. **CANDIDATES WHO DO NOT COMPLETE AND RETURN THE SUPPLEMENTAL APPLICATION WILL BE DISQUALIFIED.** The supplemental application will be mailed to each accepted applicant during late February or early to mid-March.

Scope of
Examination:

Ability to:

1. Gather and analyze facts; analyze situations accurately, think and act quickly in emergencies, and take effective action.
2. Reason logically, draw valid conclusions and make appropriate recommendations.
3. Communicate effectively and write clearly and concisely; follow instructions.
4. Establish and maintain effective working relationships with those contacted in the work.
5. Interpret, apply and enforce fish and game laws; learn rules and regulations.
6. Read and interpret maps.
7. Establish and maintain tactful and effective relations with the public.
8. Learn safety and proficiency with firearms, peace officer protective equipment and other equipment used on the job.

Veterans Preference: Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS.**

Length of List
Eligibility:

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR APPOINTMENT

If you are successful in this examination and are contacted for possible employment you will be required to complete the following:

Background Investigation: A personal history statement and a background investigation covering the following areas: **Personal Information; Relatives and References; Experience and Employment; Education; Residences; Military Service; Motor Vehicle Operation; Legal; Financial; and General Information.**

A fingerprint card must be filled out for submission to the California Department of Justice and the FBI to check for criminal history.

A polygraph examination is used to verify the information submitted by each applicant during the examination process.

All California Peace Officers must meet the following POST job dimensions:

Communication Skills; Learning Ability; Observational Skills; Interest in People; Desire for Self-Improvement; Dependability; Operation of a Motor Vehicle; Problem-Solving Ability; Judgment Under Pressure; Appearance; Willingness to Confront Problems; Interpersonal Sensitivity; Physical Ability; Integrity; Credibility as a Witness in Court.

Drug Testing-Pass/Fail: A drug screening test.

Psychological Screening-Pass/Fail: A psychological evaluation. The evaluation will measure maturity levels, impulse control, and suitability for work as a Fish and Game Warden Cadet.

Medical and Physical Performance Test-Pass/Fail: A medical examination, a visual acuity and color vision test, and a physical performance test that measures strength and endurance.

QUESTIONS?

If you have any questions concerning the Fish and Game Warden Cadet examination or the testing process, please contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

ADDITIONAL GENERAL INFORMATION

IMPORTANT — What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared with the performance of others who take this test. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: In addition to the scope described on this bulletin, the panel considers education, experience, personal development, personal traits, and fitness. In appraising experience, more weight is given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development includes consideration of recognition of his/her own training needs, plans for self-development; and the progress has made in his/her efforts toward self-development.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference points are on the Veterans Preference Application form (Form 1093) which is available from the Department of Fish and Game, State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.

